



**HEALTH PROFESSIONS
EDUCATION FOUNDATION**

Giving Golden Opportunities

DATE : April 2, 2001

TO : Potential Applicants

FROM : Lisa M. Montgomery
Program Administrator

SUBJECT: **REGISTERED NURSE EDUCATION LOAN REPAYMENT PROGRAM**

Enclosed is an application for the Registered Nurse Education Loan Repayment Program. This program allows for repayment of up to \$8,000 in educational debt incurred during baccalaureate degree nursing education in return for practice in a medically underserved area of California for a period of two years.

If you are interested in applying, please return the application to:

Health Professions Education Foundation
1600 9th Street, Suite 436
Sacramento, CA 95814.

Applications must be POSTMARKED by September 12, 2001.
INCOMPLETE AND LATE APPLICATION PACKETS WILL NOT BE EVALUATED.

If you have any questions about the program, please contact the Foundation office at (800) 773-1669.

NOTE: IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE FOUNDATION OFFICE BY 5:00 P.M. ON THE FINAL FILING DATE AT (800) 773-1669 TO VERIFY WHETHER HIS/HER APPLICATION WAS RECEIVED COMPLETE AND ACCURATE. THE FOUNDATION WILL NOT PLACE CALLS TO REQUEST ADDITIONAL INFORMATION OR CLARIFY ANY INFORMATION PROVIDED. IF AN INQUIRY IS MADE BY THE APPLICANT WHEREIN THE APPLICANT IS INFORMED THAT HIS/HER APPLICATION WAS INCOMPLETE, THE APPLICANT WILL HAVE 5 BUSINESS DAYS TO SUBMIT ORIGINAL VERSIONS OF ALL DOCUMENTS REQUIRED TO COMPLETE THE APPLICATION (COPIES AND FAXES WILL NOT BE ACCEPTED).



REGISTERED NURSE EDUCATION LOAN REPAYMENT PROGRAM INSTRUCTIONS

PROGRAM DESCRIPTION

The Registered Nurse Education Loan Repayment Program is one component of the Registered Nurse Education Program whose goal is to increase the number of baccalaureate of science degree nurses practicing in medically underserved areas of California. Loan repayment applications are accepted biannually. This program allows for repayment of up to \$8,000 in educational debt incurred during baccalaureate degree nursing education. The \$8,000 requires a two-year commitment to practice in a medically underserved area. Recipients can reapply once their initial two-year obligation is completed for a total of \$19,000 in loan repayment. Loan repayment assistance is available to registered nurses who are currently employed or who have a tentative offer of full-time employment in a medically underserved area.

Detailed information about medically underserved areas and facilities in California can be found on the HPEF website at:
www.healthprofessions.ca.gov.

The Registered Nurse Education Loan Repayment Program is authorized to repay governmental and commercial loans that were obtained for tuition expenses, books, equipment and reasonable living expenses associated with attending a BSN program. In return for the loan repayment award, recipients are required to practice full-time in direct patient care in a designated medically underserved area of California for a minimum of two years.

“Direct patient care,” means the provisions of health care services directly to individuals being treated for, or suspected of having physical or mental illnesses. Direct patient care includes preventive care. The first line supervision of direct patient care shall also be considered “direct patient care”.

The program is funded through a licensing renewal surcharge for registered nurses.

ELIGIBILITY REQUIREMENTS

The applicant must meet the following requirements:

- ❖ Be a U.S. citizen or a permanent resident and a California resident.

**ELIGIBILITY
REQUIREMENTS
(CONTINUED)**

- ❖ Work a minimum of 32 hours per week in a medically underserved area of California for at least two consecutive years.
- ❖ Agree to practice as a registered nurse in direct patient care for at least two years in a medically underserved area in California.
- ❖ Submit completed application packet by the final filing date.

**APPLICATION
REQUIREMENTS**

The applicant must submit the completed application packet by the due date. Incomplete or late application packets will not be considered for scholarship funds. The completed application packet consists of the following:

- ❖ The attached "Health Professions Education Foundation Registered Nurse Education Loan Repayment Program Application". Personal statements or autobiographies will not be accepted in lieu of the application. Please do not bind or submit applications in a loose-leaf binder.
- ❖ Two letters of recommendation. **The letters must be the original; copies are not acceptable.** The letters must be on letterhead, dated and signed within six months of the final filing date and must include a phone number for verification.
- ❖ Documentation of outstanding governmental student loans obtained during BSN program.
- ❖ Employment Verification Form (page 2 of the application).
- ❖ Official college transcripts with BSN degree posted unless the applicant has not graduated. Applicants, who will not graduate before the application deadline, must submit BSN transcripts available to date.
- ❖ Complete 2000 Tax Return along with W-2s and/or 1099s.

Applications that do not include documentation of community service will be accepted; however, absence of the information will reduce the likelihood of selection for loan repayment.

**APPLICATION
FILING
DEADLINE:
Sept. 12, 2001**

Late and/or incomplete applications will not be evaluated. The Foundation will not notify applicants of any deficiencies. It is the applicant's responsibility to contact the Foundation by 5:00 p.m. on the final filing date to verify whether their application was received and is complete and accurate.

**APPLICATION
REQUIREMENTS
(CONTINUED)**

Applicants should duplicate the application prior to submission. The Foundation will not return any original or copies of the application packet. The Foundation will not forward documents to other organizations.

Falsification of application will disqualify the applicant and the Board of Registered Nursing will be notified.

**SELECTION
CRITERIA**

Selection of loan repayment recipients is based solely on information contained in the application packet. Therefore, applicants should provide specific responses to the questions. The criteria used in determining the award of loan repayment are the applicant's:

- ❖ Background---family structure, area(s) grew up in (rural, urban, medically underserved), socioeconomic status, achievements, challenges and adverse conditions;
- ❖ Community Involvement---documented volunteer service and activities particularly in medically underserved areas;
- ❖ Work Experience---nursing and non-nursing work experience in medically underserved areas;
- ❖ Career Goals---professional goals and plans for the next five to ten years;
- ❖ Needs of the state for registered nurses; and
- ❖ Financial Need---actual or potential difficulty in repayment of educational debt.

Due to limited funding, any recipients who breach their contract with the Foundation will not be allowed to apply for additional funding.

**NOTIFICATION OF
LOAN
REPAYMENT
AWARDS**

Applicants will be notified in writing within 8 weeks of the final filing date of the decision on his/her application.

**CONDITIONS FOR
GRANTING
LOAN
REPAYMENT**

Loan repayment recipients must sign a contract with the California Office of Statewide Health Planning and Development. The contract requires the recipient to practice full-time direct patient care nursing in a medically underserved area of California for at least two consecutive years. Recipients are required to repay the loan repayment plus interest if the contract terms are not fulfilled.

REMINDER

It is the responsibility of the applicant to contact the Foundation office by 5:00 p.m. on the final filing date at (800) 773-1669 to verify whether his/her application was received complete and accurate. The Foundation will not place calls to request additional information or clarify any information provided. If an inquiry is made by the applicant wherein the applicant is informed that his/her application was incomplete, the applicant will have 5 business days to submit original versions of all documents required to complete the application (copies and faxes will not be accepted).